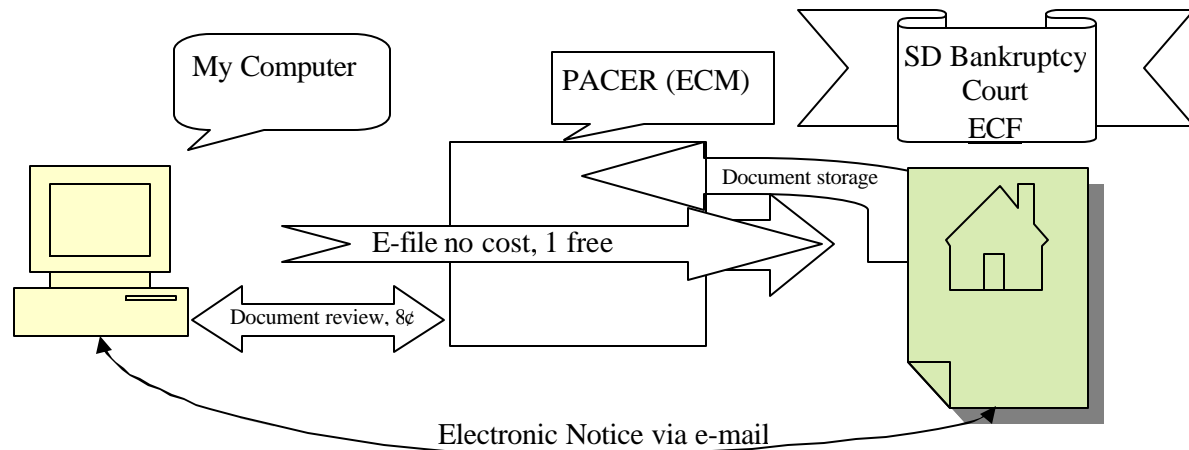


## E-FILE with E-Z FILE

In the beginning – ECF stands for Electronic case filing. The filing process goes through an ECM program which stands for Electronic Case Management. This ECM program, called PACER, makes copies of every page that goes through it and stores them for retrieval and viewing. The retrieval and viewing process costs 8 cents a page to look at (after the first one) and requires a different password than ECF.



Do you want training or live ECF?

Go to districts on the system menu, click on ECF tab near bottom, select training or live

First thing to do after installing EZ-FILE is go to My Computer, then C: drive, and create a new folder called Bankruptcy ECF. Do not make a name much longer than that or you will be sorry.

Next go to EZ-File, System, Preferences, Electronic Filing, and make the directory read- C:\Bankruptcy ECF\ -click ok. EZ-FILE 1-800-998-2424

Now you're ready to e-file on EZ-File

### TO E-FILE

- Go to File, Bankruptcy forms, case forms
- Check mark only Disclosure of Compensation
- Click print,
- After reviewing it click print and select adobe pdf as printer
- Save your new pdf disclosure of compensation in your Bankruptcy ECF folder
- Go back to File, Bankruptcy forms, case forms (unless it's still on your screen)

- g) Check mark every box except – Disclosure of Compensation, Notice to individual consumer debtor, Verification of Creditor Matrix, Creditor Matrix
- h) To review -click print, to e-file -click ECF.
- i) The URL is automatic. Clicking ECF takes you to the log in page.
- j) Login, (leave client code blank)
- k) Select Bankruptcy from menu at top, select open a BK case
- l) (yes you have to search for your party), then either select from list or create new party.
- m) Use client's mailing address. Only fill thru county. You have to highlight/select your client in the party list in order to continue.
- n) Continue with next until the Select What file page.
- o) click on browse, my computer, C: drive, open your Bankruptcy ECF folder, and click on petition (pdf icon) This will fill the file box.
- p) Be sure to select attachments to Yes (this will include Disclosure of Compensation as a separate document the way our Court wants it)
- q) click submit
- r) the next page is find your attachments. click on browse, my computer, C: drive, open your Bankruptcy ECF folder, and click on your previously saved fee disclosure. select Attorney Fee Disclosure from the drop down menu by Type. (leave the description field blank) click add to list, (it puts the type and name in automatically). You have to click on the name it just filled in to make it blue in order to do Submit.
- s) When you hit submit you will get a notice of filing screen. Print this (it's a receipt with due dates) or at least write down the case number.
- t) Go up to the top of this page and select Bankruptcy.
- u) Select Creditor Maintenance (this is the only time you'll come here), select Upload Creditor Matrix, make sure the correct case number is filled in. Again, browse to my computer, C: drive, open your Bankruptcy ECF folder, and click on creditor and click open. It should have a different icon picture than the petition and should be a txt file.
- v) Click Submit; you will get to the notice page, select Logout at the top of the page, and you're done!
- w) (Don't forget to mail in the filing fee!!)
- x) Now, go to My computer, C: drive, open your Bankruptcy ECF folder, and create a new folder with the client's name for the files that were created, or move the files to wherever you want to keep them at.